

CLASS TITLE: EXECUTIVE SECRETARY - PAROLE BOARD

Class Code: 02504800
Pay Grade: 34A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for administering and managing the office of the Parole Board in accordance with the General Laws of Rhode Island; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the chairperson of the Parole Board with considerable latitude for the exercise of independent judgement; assignments are made in broad outline form; work is reviewed upon completion for conformance to the provisions of laws, rules, policies and regulations.

SUPERVISION EXERCISED: Assigns work to and reviews work of professional, technical and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for administering and managing the office of the Parole Board in accordance with the General Laws of Rhode Island.

To collect data of each applicant for parole and summarize the collected data and prepare a folder on each applicant for parole (the folders include a pre-parole investigation, social history, police reports, prior criminal record, psychological evaluation, and any communications from various agencies, interested parties and a recommendation of the Attorney General).

To arrange meetings of the board, notify members of the board, and the Adult Correctional Institution personnel of the time and place of each meeting.

To oversee the compilation of all data and the proper dissemination of information to the members of the board.

To be responsible for the accurate recording of the minutes of meetings and decisions of the board.

To be responsible for the notification of city or town police departments where a parolee is to reside upon release.

To confer with the Director of Corrections on all matters relating to the activities of the Parole Board.

To be responsible for the issuance of all parole permits, detention and revocation warrants for violation of parole; to notify the victims in each case of their opportunity to speak before the board or to write to the board regarding the applicant considered for parole.

To be responsible for submitting an annual report and annual budget to the Director of Corrections which is incorporated in the report to the Governor.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in the administration of the Parole Board in connection with planning, coordinating, directing and controlling the board's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports; the ability to explain such information and to present it to Parole Board members; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree with emphasis on Criminal Justice or Law Enforcement; and

Experience: Such as may have been gained through: experience in a responsible administrative or supervisory position involving the interpretation of laws, rules and policies

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03